

**17 points under Section (4)(1)(b) of the Right to Information Act, 2005.**

i.	The particular of the organization, function and duties	<p><b><u>HPSCSC Ltd. (A State Govt. undertaking)</u></b></p> <ul style="list-style-type: none"><li>• The State Govt. established H.P. State Civil Supplies Corporation in September, 1980 under the Company Act, 1956 as a Joint Stock Company, wholly owned by the State Govt. as a nodal agency to procure/distribute all essential commodities in the State of H.P.</li><li>• The Head Office of the Corporation is situated at Shimla Commercial Complex Block H &amp; I, Kasumpti, Shimla-9 headed by the Managing Director who is assisted by two General Manager and three Functional Manager viz: Procurement Manager, Distribution Manager, Finance Manager.</li><li>• The organization is divided into two divisions with Head Quarters at Dharamshala and Solan. Each Division is headed by a Divisional Manager. The Divisional Manager, Solan is supervising three Areas (Shimla, Solan and Nahan) and Divisional Manager, Dharamshala is supervising three Areas (D'shala, Chamba &amp; Hamirpur) and Divisional Manager, Mandi is supervising Madi each Area is headed by an Area Manager concerned.</li><li>• Procurement officer have been also established at Barmana and Dalaghat from where supplies of cement to various Govt. Deptt./Board/ Corporation as well as to our whole sale/Retail godown for public sale are managed. These offices are under the control of Area Manager, Solan.</li></ul> <p><b><u>Functions:</u></b></p> <ul style="list-style-type: none"><li>• The Primary function of the Corporation is that of a “CENTRAL</li></ul>
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PROCUREMENT AGENCY” for all controlled and non-controlled essential commodities (as identified by the Central/ State Govt. and PDS) in the State at wholesale level and further distribute these commodities through the fair price shops run by the Co-cooperative Societies and Individual Depot Holders as well as through HPSCSC retail shops in H.P.

Beside above, the Corporation is also dealing in following activities:-

- i. LPG Distribution specially covering whole of the tribal Area of the State.
- ii. Through round the clock, Medicine shops the Corporation is distributing medicines and life saving drugs at reasonable rates by allowing 7% to 50% rebate as against the MRP rate by Pvt. shops.
- iii. The Corporation is managing nutrition supplies to Welfare Department under SNP.
- iv. The Corporation is managing the supplies of rate contract Cement to Govt. Deptt., Board, Corporation and other Institutions.
- v. After withdrawing levy on cement from February, 1989 the Corporation is providing cement to the general public through its wholesale/retail godowns in the State.
- vi. The Corporation is managing the supplies of Rice under Mid Day Meal programme, SGRY Scheme from FCI to Fair Price Shops in the State for further distribution to Primary and upper Primary School.
- vii. The Corporation is managing the supplies of GI/DI/CI Pipes to Irrigation and Public Health Department in the State from the sources identified to stores of the Department situated at various places under Executive Engineer.
- viii. The Corporation is managing the supplies of medicines to

		<p>various Govt. Hospitals in the State.</p> <p>ix. The Corporation is functioning as a nodal agency of the State and managing the supplies of Coal from M/S Coal India Ltd. as per the GOI allocation of coal to medium and small scale Industrial Units in the State.</p>
ii)	Powers and duties of officers and employees.	<p><b><u>(A) Managing Director:</u></b></p> <ul style="list-style-type: none"> <li>• Managing head of the Corporation.</li> <li>• Full powers to procure various essential commodities alongwith foodgrains from FCI/any other Govt. Agency.</li> <li>• Full powers for administrative approval /expenditure on account of hiring accommodation, repair of godown/vehicles and other maintenance work.</li> <li>• Sanction expenditure on purchase of related material through tendering mode and contract rates etc.</li> <li>• Full power of expenditure on Furniture &amp; Fixture, Hot-Cold weather charges, News papers, books &amp; Periodicals, Postage, telegrams &amp; telephone etc.</li> <li>• To co-ordinate with the Ministry of Food, Civil Supplies &amp; Consumer Affairs, GOI and Secretary (F,CS &amp; CA) to the Govt. of H.P.</li> <li>• Member of the BOD &amp; Service Committee of the Corporation.</li> <li>• To hold meetings with the officers of the Corpn. for implementation and evaluation of various schemes and review of procurement and distribution of various items.</li> <li>• Inspection of field officers/sale out lets of the Corporation.</li> <li>• To administer, monitor and control overall functioning of the Corporation.</li> <li>• To take strategic decision for improvement in functioning of the Corporation.</li> <li>• To take decision to establish new wholesale godown, retail</li> </ul>

shops, LPG & Medicine shops, petrol pump etc.

- To take appropriate decisions to ensure advance supply of essential commodities & to maintain un-interrupted supplies in the State.
- To take appropriate decisions to ensure advance supply of essential commodities in Tribal, inaccessible and snow bound area of the State.
- To approve quality system documents as per ISO-9001:2000 requirements.
- To approve the resources required in the Corporation for its effective management and control.
- To review and finalize agenda for BOD and AGM meetings and ensure implementation of decisions taken in the meetings.
- To ensure protection of Corporation interests in the legal issues/cases pertaining the Corporation.

**(B) General Manager**

- To look-after establishment & administrative activities of the Corporation. To recommend for departmental inquiry against employee if the situation warrants.
- To look into the complaints received against employees and recommend suitable action and forward to M.D. To review the Annual Confidential Report of employees and recommend action is required.
- To review the new vehicle requirement and recommend for purchase to M.D. To look after repair and maintenance of infrastructure, vehicles and buildings.
- To review the deployment of vehicles and recommend measures for their effective utilization.
- To deal with Vidhan Sabha matters.
- To look into hospitality matters in the Corporation.

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|  |  | <ul style="list-style-type: none"><li>• To check &amp; review attendance of all employees at Head Office and take suitable administration action against non-punctual employee.</li><li>• To review and recommend purchase of furniture &amp; fixtures.</li><li>• To look after staff welfare activities.</li><li>• To execute printing of Stationery and distribution of the same. To review and carryout purchase of stationery, stores &amp; consumable items.</li><li>• To ensure publication of tenders and release of publicity material. To review all the expenses and recommend for payment.</li><li>• To exercise control measure to minimize office expenditure.</li><li>• To execute, monitor and control the supplies of medicines/drugs. To execute processing of tenders for the purchase of drugs as per directions of M.D. and State Level Drug Purchase Committee.</li><li>• To review and recommend opening of new Medicine shop.</li><li>• To ensure inspection of field units. To ensure physical verification of field units and Head Offices.</li><li>• To review and recommend proposal for hiring of official/residential accommodation.</li><li>• To ensure suitable work environment in the Corporation. To attend Senior Officers meetings and other meetings as directed by M.D.</li><li>• To ensure compliance of the provisions of RTI Act and function as Appellate Authority under RTI Act.</li><li>• To ensure effective implementation &amp; maintenance of system and procedures as per the requirements of ISO 9001:2000 standard in the Corporation.</li></ul> |
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**(C) Procurement Manager**

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|  |  | <ul style="list-style-type: none"><li>• To execute monitoring of controlled and non-controlled commodities under distribution and their sale excluding medicines supplies to HP Govt. Deptt. and Medicine shops.</li><li>• To process and complete all the formalities required for opening of new LPG agency.</li><li>• To review and recommend proposals for construction of field units/outlets and forward the same to M.D. for approval. To communicate the decisions of M.D. to concerned AM/DM.</li><li>• To review, process and recommend opening of godowns/retails shops and forward the same to M.D. for approval. To communicate the decisions of M.D. to concerned AM/DM.</li><li>• To review and recommend rent charges of godown/retail shops and LPG put up by AM/DM forward the same to M.D. for approval. To communicate the decisions of M.D. to concerned AM/DM.</li><li>• To monitor and control supply of essential commodities in snow bound, tribal and far flung area.</li><li>• To ensure un-interrupted availability of essential commodities in the State.</li><li>• To undertake procurement of specially subsidized items.</li><li>• To ensure compliance under RTI Act.</li><li>• To ensure effective implementation &amp; maintenance of systems and procedures as per the requirements of ISO2001:2000 standard in the Corporation.</li></ul> <p><b><u>(D) Finance Manager</u></b></p> <ul style="list-style-type: none"><li>• To ensure timely preparation of budget estimates, revised estimates with maintenance of books of accounts as per the provisions of the Company Act, 1956.</li><li>• To ensure proper guidance and advice to the field offices and</li></ul> |
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different section of the Head Office about accounting policies, procedures, norms as applicable and daily communication of funds position to the Managing Director.

- To ensure computation/consolidation of deduction and deposits of Taxes/levies/fees etc. under various provisions of the State/Central acts.
- To ensure transparency and maximum returns on the investment of surplus funds of the Corporation and timely payments on account of committed expenditures, payments to suppliers/transporters.
- To ensure timely finalization of annual accounts, balance sheets, profit and loss accounts and required schedules reports of the Corporation Audit thereof by internal auditors, statutory auditors and CAG with timely preparation and submission of replies of audit memos/inspection notes to AG H. P paras.
- Timely preparation/consolidation/submission and monitoring of subsidy claims under various schemes.
- Opening, operation of Bank accounts and preparation/payment of salary/arriers/claim of Head Office staff.
- Processing of payment in respect of purchases/supplies of GI/DI/CI Pipes, specially subsidized items/TPDS items and other non-controlled items including payments of medicine supplies to tribal/non-tribal supplies to Govt. Hospitals/ Institutions/Societies etc.
- Processing of payment in respect of TTA/LTC, establishment expenses, contingent payments, medical claims of Head Office staff.
- Operation of CCL accounts in all banks for making payments to parties and inter back transfers and remittances of funds to

field units and obtaining CC Authorization from bank consortium, State Govt. Guarantee and monthly hypothecation report.

- Appointment of Internal Auditors and maintenance of EPF and EPS, EDRs with various banks, loans, subsidy and its repayments, leave in cashment and gratuity trust etc.
- Compilation/consolidation of profit and loss account of commercial vehicles/wholesale godowns/retail shops/LPG Agencies/petrol pumps and medicines shops.

**(E) System Analyst**

- To initiate proposal of computerization of offices, branches and outlets with requisition and consolidation of the requirement pertaining to computerization.
- To prepare proposals for purchase of computer systems/software packages etc.
- To draft finalize and award AMC contracts after approval /sanction of the competent authority.
- To draft and finalize website design and maintenance after approval of the competent authority.
- To organize demos of software packages with latest information technology and prepare proposal for computer training.
- To liaise with Deptt. of Information Technology Govt. of HP, HPSEDC, NIC and DFCSA as regards computerization and E-governance of the Corporation.
- To discharge duties as nodal officer under E GP (E. Govt. Procurement System).
- To implement and maintain systems and procedures as per the requirement of ISO 9001:2000 standards.

**(F) Procurement Officer**

- To get the allocation of foodgrains from the Directorate of Food, Civil Supplies & Consumer Affairs, HP Shimla and to make financial arrangement with the FCI to ensure lifting of foodgrains under TPDS.
- To ensure financial arrangement from the Mills for APL Wheat under custom grinding scheme and to ensure lifting of Wheat Atta from the identified Floor Mills.
- Procurement of MDM Rice after getting authority letter from concerned Deputy Commissioner and to ensure lifting under the scheme.
- To ensure lifting of Rice under Annapurna Scheme.
- Process the proposal for opening LPG/Petrol Pumps.
- Make financial arrangements with IOC/HPC/BPC for supply of fills cylinders/other allotted equipments and to ensure availability of steam coal to medium and small scale units upto 4200 MT annually per unit and arrangements of steam coal from the concerned colliery of coal India Limited.
- To make financial arrangements as per the allocation made by the Govt. of India in favour of concerned Sugar Mills and arrangements for its transportation from Mill to various godowns of the Corporation.
- To get the demand and procurement of non-controlled items.

**(G) Divisional Manager**

- The Divisional Manager performs his duties as DDO in respect of concerned Divisional Office.
- He sanction various kind of leave in favour of subordinate staff and verify their service records.
- The Divisional Manager sanction casual leaver of Area Managers and verify their TA/Medical bill under his division.
- The Divisional Manager issue purchase order of non-controlled

items with sources approved by H.O. for NC Sugar, Desi Ghee, Cattle Feed and Institutional Supplies.

- The Divisional Manager convey financial arrangements made by floor Mills for procurement of Wheat custom grinding.
- He supervises overall functioning of the Division and ensure repair and maintenance of staff/commercial vehicle of the Division.
- Monitoring of supplies of controlled & non-controlled items and stop holding.
- The Divisional Manager release payment of Wheat Atta to various Mills under PDS.
- He carry out inspection of field units under his Division and monitor supply of LPG from the bottling plans of the Division.
- The Divisional Manager sanction hiring of temporary godowns and send proposal for hiring godowns under his Division to H.O.
- The Divisional Manager arrange half yearly physical verification of stocks lying at godowns/retail shop/LPG agency/Petrol Pump/Medicine shops.
- He ensure compliance under RTI Act, 2005/ISO 9001:2000 standard.
- He ensure timely handling of legal matters in the interest of the Corpn. in respect of his Division and attend meetings as per the directions of the Competent Authority.

**(H) Area Manager**

- To monitor and follow up the activities of the Corpn. in respect of his area.
- To ensure proper discharge of establishment and administrative matter and supervise work of all officers/officials under his control.

		<ul style="list-style-type: none"> <li>• To ensure availability of all essential controlled/specially subsidized/non-controlled commodities.</li> <li>• To keep close liaison with the Distt. Administration and to attend Distt. Level PDS Committee Meetings.</li> <li>• To hold monthly meeting of the Incharges of Wholesale/Retail Shops/LPG/Medicine shops of the Corpn. in the Area Office and to conduct inspection of various units under his control.</li> <li>• To prepare the cases of opening/closing Wholesale/Retail Shops/LPG/Medicine shops/Petrol Pumps and send these proposals to H.O. for sanction.</li> <li>• To prepare cases of construction/hiring/vacating/repair of godowns in respect of his area.</li> <li>• He discharges duties as the controlling officer and DDO in respect of his area.</li> <li>• To monitor the functioning of commercial vehicles deployed in his area and to ensure approval of transportation rates for various godowns from the Distt. Administration.</li> <li>• To ensure the supply of dietary items to CDPO under SNP.</li> <li>• To ensure proper and timely handling of legal matters in the interest of the Corpn.</li> <li>• To ensure compliance under RTI Act, 2005 and ISO 9001:2000 standards.</li> </ul>
iii)	The Procedure followed in the decision making process including channels of supervision and accoutability.	<ul style="list-style-type: none"> <li>• To assist the Managing Director</li> <li>• Board of the Corporation is the supream body for making decisions relating to service and promotional avenues of the Organisation on recommendation of the Service Committee. The member of the Committee are Secy. (Fin.) Secy. (F,CS &amp; CA) to the Govt. of H.P. and the Managing Director of the Corporation. The Managing Director is assisted by the GMs on</li> </ul>

		the top of hierarchy in the supervision channel. The GMs and Section Heads are accountable for concerned/earmarked work.
iv)	The norms set by it for the discharge of its functions:	<ul style="list-style-type: none"> <li>The action plan and targets earmarked/fixed are reviewed quarterly by calling meeting of the field officers. The achievements are also reviewed on monthly basis and directions are issued to field officers on short comings, if any.</li> </ul>
v)	The rules, regulations instructions record held by it or under its control.	<ul style="list-style-type: none"> <li>Memorandum and Article of Association of the Corporation under the Company Act, 1956 is followed <ul style="list-style-type: none"> <li>The Service rules are governed by the service by laws of the Corporation with the various rules manuals and regulations, instructions of the Govt. while implementing different programme. The postion in brief is as under:- <ol style="list-style-type: none"> <li>Service by Laws of the Corporation</li> <li>CCS Leave Rules 1972.</li> <li>CCS &amp; CCA Rules</li> <li>HPFR Rules</li> <li>Medical Attendance Rules</li> <li>General Finance Rule</li> <li>HRA Advance Rule</li> <li>Delegation of Financial Rule</li> <li>LTC Rules</li> <li>Budget Manual</li> <li>Office Manual</li> <li>Vehicle Rules</li> <li>CPF Rules</li> <li>HP Specified Articles (Regulation of Distribution) Order, 2003</li> </ol> </li> </ul> </li> </ul>
vi)	A Statement of the Categories of the document that are	<ul style="list-style-type: none"> <li>Proceedings of the BOD, Annual Action Plan, Annual Accounts/Balance Sheet and Audit Report of the Corporation are statement and documents, which can be accessed at the</li> </ul>

	held by it or its control.	website of the Corporation <a href="http://www.himapurti.com">w.w.w.himapurti.com</a> . The concerned officers are directed to update information in this respect time to time and get it uploaded in the website of the Corporation.																												
vii)	The particulars of any arrangement that exist for consultation with or representative by the members of the public in relation to the formulation of its policy or administration thereof.	<ul style="list-style-type: none"> <li>The particulars that exist for consultation with or representative by the members of the public in relation to the formulation of its policy and programmes, the constitution of the Board of Directors is as under:-</li> </ul> <table border="1"> <tr> <td>1</td> <td>Sh. Ramesh Chand Hon'ble Minister (F,CS&amp;CA), H.P.</td> <td>Chairman</td> <td>2621580</td> </tr> <tr> <td>2.</td> <td>Shri Ram Swaroop Sharma, Nirmala Printing Press, Joginder Nagar, District Mandi, HP</td> <td>Vice- Chairman</td> <td>94180 40023</td> </tr> <tr> <td>3</td> <td>Sh. Bhim Sen, IAS Principal Secretary, to Hon'ble Chief Minister, HP</td> <td>Director</td> <td>2620625</td> </tr> <tr> <td>4</td> <td>Sh Deepak Sanan IAS Principal Secretary (Health) to the Govt. of H.P.</td> <td>Director</td> <td>2622080</td> </tr> <tr> <td>5</td> <td>Sh. Ajay Tyagi, IAS Principal Secretary Finance, to the Govt. of HP.</td> <td>Director</td> <td>2621586</td> </tr> <tr> <td>6</td> <td>Sh. Anil Khachi, IAS Secretary (F,CS &amp;CA) to the Govt. of H.P.</td> <td>Director</td> <td>2621902</td> </tr> <tr> <td>7</td> <td>Dr. A.J.V. Prasad, IAS Registrar Cooperative Societies, H.P.</td> <td>Director</td> <td>2621876</td> </tr> </table>	1	Sh. Ramesh Chand Hon'ble Minister (F,CS&CA), H.P.	Chairman	2621580	2.	Shri Ram Swaroop Sharma, Nirmala Printing Press, Joginder Nagar, District Mandi, HP	Vice- Chairman	94180 40023	3	Sh. Bhim Sen, IAS Principal Secretary, to Hon'ble Chief Minister, HP	Director	2620625	4	Sh Deepak Sanan IAS Principal Secretary (Health) to the Govt. of H.P.	Director	2622080	5	Sh. Ajay Tyagi, IAS Principal Secretary Finance, to the Govt. of HP.	Director	2621586	6	Sh. Anil Khachi, IAS Secretary (F,CS &CA) to the Govt. of H.P.	Director	2621902	7	Dr. A.J.V. Prasad, IAS Registrar Cooperative Societies, H.P.	Director	2621876
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		8	Sh. C. Paulrasu, IAS Director, Food, Civil Supplies & Consumer Affairs, HP, Shimla-9	Director	2623749
		9	Smt. Prem Chauhan, Rana Cottage Near Harkur Building, Jakhu, Shimla-1	Non-Official Director	94180 07730
		10	Shri Kamal Hamirpuri, Village & P.O. Dohag-Dehrian, Via Ranital, Tehsil Dehra, Distt. Kangra (HP)	-do-	98056- 88993 98052- 35162
		11	Shri Vijender Chaudhary, Advocate, Bangan By Pass, Paonta Sahib, District Sirmour (HP)	-do-	94184- 59369
		12	Sh. Tirath Ram Thakur Vill. Chewa, P.O. Kumarhatti, Distt. Solan (HP)	-do-	98160- 22573
		13	Sh. Diljeet Singh, IAS, Managing Director, H.P. State Civil Supplies Corporation Ltd; Shimla-9.	Director-cum- Managing Director	2621583
viii)	A statement of the Board, Councils, Committees and other bodies consisting of two or more persons constituted as its part of or for the purpose of its	<ul style="list-style-type: none"> <li>The composition of Governing bodies i.e. Board of Directors, Service Committee, Service Appeal Committee, Transport Committee and Sub-committee for opening retail shops are as under:- <ul style="list-style-type: none"> <li><b><u>Board of Directors:</u></b> <ol style="list-style-type: none"> <li>Chairman</li> <li>Vice-chairman</li> <li>Official Director</li> <li>Non-official Director</li> </ol> </li> <li><b><u>Service Committee:</u></b></li> </ul> </li> </ul>			

	<p>advice and as to whether meeting of these Boards, Concils, Committees and other bodies are open to the public or the minutes of such meetings are accessible for public:</p>	<p>Secy.(Fin.), Secy.(F,CS&amp;CA), Managing Director</p> <p><b><u>Service Appeal Committee:</u></b></p> <p>Secy.(F,CS&amp;CA), Director (F,CS&amp;CA) and one Non-official Director</p> <p><b><u>Transport Committee:</u></b></p> <p>M.D., DFS, RCS &amp; one Non-official Director</p> <p><b><u>Sub-committee for opening retail shops:</u></b></p> <p>Managing Director, Director (F,CS&amp;CA), Registrar Co-operative Society and one Non-official Director.</p> <p>Proceedings of the above Committee are open to the general public at the website of the Corporation after one month of the meeting at ANNEXURE 'A', 'B', 'C', 'D' &amp; 'E'.</p>																																																															
ix)	<p>A directory of its officers and employees.</p>	<ul style="list-style-type: none"> <li>The directory of the officers of the Corporation is as under:-</li> </ul> <table border="1" data-bbox="483 898 1421 1602"> <tr><td>Sh. Diljeet Singh</td><td>Managing Director, HPSCSC</td><td>0177-2621583</td></tr> <tr><td>Sh. P.K. Behl</td><td>General Manager, H.O.</td><td>0177-2621951</td></tr> <tr><td>Sh. Ashok Kaushal</td><td>Procurement Manager, H.O.</td><td>0177-2621755</td></tr> <tr><td>Sh. R.K. Verma</td><td>Finance Manager, H.O.</td><td>0177-2621309</td></tr> <tr><td>Sh. R.D. Sharma</td><td>System Analyst, H.O.</td><td>0177-2621379</td></tr> <tr><td>Sh. R.K. Chadda</td><td>Sr. Accounts Officer, H.O.</td><td>0177-2621309</td></tr> <tr><td>Sh. B.B. Gupta</td><td>DM D'shala</td><td>01892-223138</td></tr> <tr><td>Sh. R.C. Guleria</td><td>DM Mandi</td><td>01905-225874</td></tr> <tr><td>Sh. Ashok Kaushal</td><td>DM, Solan</td><td>01792-222808</td></tr> <tr><td>Sh. R.G. Patial</td><td>Procurement Officer,HO</td><td>0177-2621176</td></tr> <tr><td>Sh. K.R. Rana</td><td>AM Shimla</td><td>0177-2844138</td></tr> <tr><td>Sh. J.P. Kalia</td><td>AM Chamba</td><td>01899-220572</td></tr> <tr><td>Sh. R.L. Goel</td><td>AM Nahan</td><td>01702-222258</td></tr> <tr><td>Sh. Pardeep Kumar</td><td>AM Solan</td><td>01792-223454</td></tr> <tr><td>Sh. B.S. Rana</td><td>AM Hamirpur</td><td>01972-223922</td></tr> <tr><td>Sh. A.S. Tomar</td><td>AM D'shala</td><td>01892-225879</td></tr> <tr><td>Sh. K.D. Sharma</td><td>Procurement Officer (Admn.), H.O.</td><td>0177-2621703</td></tr> <tr><td>Sh. S.K. Sood</td><td>Procurement Officer, H.O.</td><td>0177-2620539</td></tr> <tr><td>Sh. Vijay Thakur</td><td>Procurement Officer, H.O.</td><td>0177-2621703</td></tr> <tr><td>Sh. Harish Mahajan</td><td>Asstt. Procurement Officer, Barmana</td><td>01978-244009</td></tr> <tr><td>Sh. Umesh Dixit</td><td>Accountant</td><td>01796-246554</td></tr> </table>	Sh. Diljeet Singh	Managing Director, HPSCSC	0177-2621583	Sh. P.K. Behl	General Manager, H.O.	0177-2621951	Sh. Ashok Kaushal	Procurement Manager, H.O.	0177-2621755	Sh. R.K. Verma	Finance Manager, H.O.	0177-2621309	Sh. R.D. Sharma	System Analyst, H.O.	0177-2621379	Sh. R.K. Chadda	Sr. Accounts Officer, H.O.	0177-2621309	Sh. B.B. Gupta	DM D'shala	01892-223138	Sh. R.C. Guleria	DM Mandi	01905-225874	Sh. Ashok Kaushal	DM, Solan	01792-222808	Sh. R.G. Patial	Procurement Officer,HO	0177-2621176	Sh. K.R. Rana	AM Shimla	0177-2844138	Sh. J.P. Kalia	AM Chamba	01899-220572	Sh. R.L. Goel	AM Nahan	01702-222258	Sh. Pardeep Kumar	AM Solan	01792-223454	Sh. B.S. Rana	AM Hamirpur	01972-223922	Sh. A.S. Tomar	AM D'shala	01892-225879	Sh. K.D. Sharma	Procurement Officer (Admn.), H.O.	0177-2621703	Sh. S.K. Sood	Procurement Officer, H.O.	0177-2620539	Sh. Vijay Thakur	Procurement Officer, H.O.	0177-2621703	Sh. Harish Mahajan	Asstt. Procurement Officer, Barmana	01978-244009	Sh. Umesh Dixit	Accountant	01796-246554
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Sh. J.P. Kalia	AM Chamba	01899-220572																																																															
Sh. R.L. Goel	AM Nahan	01702-222258																																																															
Sh. Pardeep Kumar	AM Solan	01792-223454																																																															
Sh. B.S. Rana	AM Hamirpur	01972-223922																																																															
Sh. A.S. Tomar	AM D'shala	01892-225879																																																															
Sh. K.D. Sharma	Procurement Officer (Admn.), H.O.	0177-2621703																																																															
Sh. S.K. Sood	Procurement Officer, H.O.	0177-2620539																																																															
Sh. Vijay Thakur	Procurement Officer, H.O.	0177-2621703																																																															
Sh. Harish Mahajan	Asstt. Procurement Officer, Barmana	01978-244009																																																															
Sh. Umesh Dixit	Accountant	01796-246554																																																															
x)	<p>The monthly remuneration received by each its officer and employees</p>	<ul style="list-style-type: none"> <li>The monthly remuneration/pay scales of the officers/officials of the Corporation with sanctioned strength is as under:-</li> </ul> <table border="1" data-bbox="511 1711 1421 1900"> <thead> <tr> <th>S. N.</th> <th>Name of Post</th> <th>Pay Scale</th> <th>Sanction</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>General Manager</td> <td>13500-16800</td> <td>2</td> </tr> <tr> <td>2</td> <td>DM/PM</td> <td>10025-15100</td> <td>4</td> </tr> </tbody> </table>	S. N.	Name of Post	Pay Scale	Sanction	1	General Manager	13500-16800	2	2	DM/PM	10025-15100	4																																																			
S. N.	Name of Post	Pay Scale	Sanction																																																														
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2	DM/PM	10025-15100	4																																																														

including the system of Compensation as provided in its regulation:	3	Manager (Finance)	10025-15100	1
	4	System Analyst	10025-15100	1
	5	Sr. Accounts Officer	7880-11660	1
	6	Sr.Private Secretary	10025-15100	1
	7	Company Secretary	7880-11660	1
	8	Area Manager	7880-11660	9
	9	Accounts Officer	7220-11600	3
	10	Assistant Area Manager/	7220-11660	14
	11	Sr. Accountant Grade-1	6400-10640	12
	12	Personal Assistant	6400-10640	2
	12	Assistant Computer Programmer	6400-10640	2
	14	Law Officer	6400-10640	1
	15	Senior Assistant	5800-9200	24
	16	Senior Assistant (Accts)	5800-9200	45
	17	Technical Assistant (S)	5800-9200	1
	18	Sales Supervisor	5800-9200	14
	19	Sr. Scale Stenographer	5800-9200	6
	20	Jr. Scale Stenographer	4400-7000	9
	21	Steno-typist	3330-6200	8
	22	Jr. Assistant/Clerk	50% of cadre 4400-7000 And 50% of cadre 3120-5160 with initial start of 3220	347

		23	Data Entry Operator	3120-5160	2
		24	Driver	3330-6200	56
		25	Public Distribution Helper	2520-4140 with initial start of 2620	278
		26	Cleaner	2520-4140 with initial start of 2620	41
		27	Peon-cum-Chowkidar	2520-4140 with initial start of 2620	34
		28	Sweeper	2520-4140 with initial start of 2620	1
		<b>GRAND TOTAL</b>			<b>920</b>

xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:	<ul style="list-style-type: none"> <li>The budget allocated for the financial year 2009-10 office-wise is as under:-  <b>Head Office/Divisional Office</b></li> </ul> <table border="1"> <thead> <tr> <th>S.N.</th> <th>Particulars</th> <th>Head Office</th> <th>Solan Div</th> <th>D/Sala Div.</th> <th>APO Barmana</th> <th>Reserve funds</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><b>Salary &amp; Allowances</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>a) Managing Director</td> <td>10.00</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>b) Others</td> <td>300.00</td> <td>35.00</td> <td>25.00</td> <td>15.00</td> <td>300.00</td> </tr> <tr> <td></td> <td>c) Commission/Incentive</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>d) Bonus/Ex-gratia</td> <td>1.00</td> <td>0.50</td> <td>0.30</td> <td>0.20</td> <td>14.50</td> </tr> <tr> <td>2</td> <td><b>Travelling Allowance</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>a) Managing Director</td> <td>0.50</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>b) Others</td> <td>1.00</td> <td>1.50</td> <td>1.00</td> <td>0.50</td> <td>10.50</td> </tr> <tr> <td></td> <td>c) Statutory Auditors</td> <td>1.25</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td><b>Medical Expenses</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>a) Managing Director</td> <td>0.20</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>b) Others</td> <td>4.00</td> <td>1.00</td> <td>0.50</td> <td>0.15</td> <td>4.85</td> </tr> <tr> <td>4</td> <td>Remuneration to Auditors</td> <td>4.50</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>Rent, Rate Taxes</td> <td>1.50</td> <td>1.20</td> <td>0.30</td> <td></td> <td>3.00</td> </tr> <tr> <td>6</td> <td>Interest/Bank Charges</td> <td>100.00</td> <td>0.85</td> <td>40.00</td> <td>0.15</td> <td>66.00</td> </tr> <tr> <td>7</td> <td>Printing &amp; Stationery</td> <td>12.00</td> <td>0.30</td> <td>0.40</td> <td>0.20</td> <td>14.00</td> </tr> </tbody> </table>	S.N.	Particulars	Head Office	Solan Div	D/Sala Div.	APO Barmana	Reserve funds	1	<b>Salary &amp; Allowances</b>							a) Managing Director	10.00						b) Others	300.00	35.00	25.00	15.00	300.00		c) Commission/Incentive							d) Bonus/Ex-gratia	1.00	0.50	0.30	0.20	14.50	2	<b>Travelling Allowance</b>							a) Managing Director	0.50						b) Others	1.00	1.50	1.00	0.50	10.50		c) Statutory Auditors	1.25					3	<b>Medical Expenses</b>							a) Managing Director	0.20						b) Others	4.00	1.00	0.50	0.15	4.85	4	Remuneration to Auditors	4.50					5	Rent, Rate Taxes	1.50	1.20	0.30		3.00	6	Interest/Bank Charges	100.00	0.85	40.00	0.15	66.00	7	Printing & Stationery	12.00	0.30	0.40	0.20	14.00
S.N.	Particulars	Head Office	Solan Div	D/Sala Div.	APO Barmana	Reserve funds																																																																																																																			
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7	Printing & Stationery	12.00	0.30	0.40	0.20	14.00																																																																																																																			

8	Insurance	16.00				6.00
9	Postage/Telegram/ Phone	6.00	0.70	0.90	0.20	3.20
10	Other expenses	1.50	0.05	0.05	0.05	1.40
11	Advertisement & Publicity	12.00	0.10	0.10		4.95
12	Exhibition & Fairs					0.25
13	Electricity, Fuel, W. charges, Hot & cold weather charges	5.00	0.50	0.35	0.05	1.35
14	<b>Repair &amp; Maintenance</b>					
	a) Vehicles					
	Petrol & Diesel	12.00	4.00	1.25		18.75
	a)Repair & Maintenance	4.50	1.60	0.50		2.90
	b) Others	5.00	0.20	0.20		4.10
15	Legal & Professional Charges	3.50	0.05	0.05		0.25
16	<b>Staff Welfare</b>					
	a) Staff Welfare (including depawali honorarium)	6.00	1.00	1.00	0.25	6.50
	b)Meeting & Conference	2.00	0.05	0.05	0.05	0.75
17	<b>Hospitality &amp; Public Relation</b>					
	a) Gift & Presentation	2.00				
	b) Hospitality & Public Relation	3.00	0.25	0.25	0.10	3.00
18	News Paper & Periodicals	0.30	0.10	0.06	0.02	0.09
19	Provision for CPF					210.00
20	Gratuity	1.00				
21	Pension Fund	100.00				
22	Income Tax paid on self assessment	50.00				
23	Ex-Gratia ( in case of death)	1.00				
24	Contribution to Employees Leave encashment Trust	1.00				
25	Contribution to employees Gratuity fund Trust	75.00				
26	Deprecation on Assets	90.00				
27	Dividend ( including tax	41.00				
28	C.M. Relief Fund	21.00				
	Total:	<b>894.75</b>				<b>581.34</b>

**Area Office**

S. N .	Particulars	Shimla	Solan	Nahan	D/Sala	Mandi Area	Hamirpur	Chamba
1	<b>Salary &amp; Allowances</b>							
	a) Managing Director							
	b) Others	360.00	125.00	110.00	225.00	300.00	108.00	110.00
	c)Commission/Incentive	35.00	4.00	3.50	20.00	15.00	5.00	3.50
	d) Bonus/Ex-gratia	3.00	0.50	1.00	2.00	4.00	0.50	2.50
2	<b>Travelling Allowance</b>							
	a) Managing Director							
	b)Others	6.00	3.00	3.00	6.00	10.00	4.00	3.50
	c) Statutory Auditors							
3	<b>Medical Expenses</b>							
	a) Managing Director							
	b) Others	4.00	1.50	2.00	2.50	3.00	0.50	1.00
4	Remuneration to Auditors							
5	Rent,Rate Taxes	30.00	15.00	13.00	20.00	20.00	13.00	8.00
6	Interest/Bank Charges	1.00	2.00	1.00	2.00	4.00	2.00	1.00
7	Printing & Stationery	5.00	1.25	1.00	3.00	4.35	2.00	1.50
8	Insurance							
9	Postage/Telegram/ Phone	5.50	2.00	1.25	3.00	4.00	2.00	1.25
10	Other expenses	0.20			0.20	0.30	0.15	0.10
11	Advertisement & Publicity	0.10	0.10		0.20	0.20	0.15	0.10
12	Exhibition & Fairs							
13	Electricity, Fuel, W. charges, Hot & cold weather charges	7.50	2.00	1.00	2.75	6.00	2.00	1.50
14	<b>Repair &amp; Maintenance</b>							
	a) Vehicles							
	Petrol & Diesel	16.00	17.00	10.00	26.00	35.00	10.00	10.00
	a)Repair & Maintenance	5.00	4.00	4.00	8.00	9.00	2.00	3.50
	b) Others	2.00	1.00	0.50	2.00	3.00	1.00	1.00
15	Legal & Professional Charges	0.20	0.30	0.10	0.25	0.20	0.05	0.05
16	<b>Staff Welfare</b>							

		a) Staff Welfare [including depawali honorarium]	7.00	4.00	3.25	4.00	7.00	2.00	3.00
		b) Meeting & Conference	0.20	0.10	0.10	0.25	0.25	0.10	0.10
	17	<b>Hospitality &amp; Public Relation</b>							
		a) Gift & Presentation							
		b) Hospitality & Public Relation	0.50	0.20	0.20	1.00	1.00	0.30	0.20
	18	News Paper & Periodicals	0.07	0.10	0.05	0.06	0.05	0.05	0.05
	19	Provision for CPF							
	20	Gratuity							
	21	Pension Fund							
	22	Income Tax paid on self assessment							
	23	Ex-Gratia ( in case of death)							
	24	Contribution to Employees Leave encashment Trust							
	25	Contribution to employees Gratuity fund Trust							
	26	Deprecation on Assets							
	27	Dividend ( including tax							
	28	C.M. Relief Fund							
		Total:	488.27	183.05	154.95	328.21	426.35	154.80	151.85

xii)	The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes.	<ul style="list-style-type: none"> <li>The manner of execution of subsidy programmes are implemented as per the directions of the State Govt. The present subsidy scheme on foodgrains are as under:-</li> </ul> <table border="1"> <thead> <tr> <th>S.N.</th> <th>scheme</th> <th>Item</th> <th>Landed cost</th> <th>Rate of issue</th> <th>Subsidy</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>APL</td> <td>Rice</td> <td>-</td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td>APL</td> <td>W/Atta</td> <td>-</td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td>BPL</td> <td>Rice</td> <td>-</td> <td></td> <td></td> </tr> <tr> <td>4.</td> <td>BPL</td> <td>Wheat</td> <td>-</td> <td></td> <td></td> </tr> <tr> <td>5.</td> <td>AAY</td> <td>Rice</td> <td>-</td> <td></td> <td></td> </tr> <tr> <td>6.</td> <td>AAY</td> <td>Wheat</td> <td>-</td> <td></td> <td></td> </tr> <tr> <td>7.</td> <td>S.S.</td> <td>Dal Chana</td> <td>-</td> <td></td> <td></td> </tr> <tr> <td>8.</td> <td>S.S.</td> <td>Dal Urd</td> <td>-</td> <td></td> <td></td> </tr> <tr> <td>9.</td> <td>S.S.</td> <td>Black Gram</td> <td>-</td> <td></td> <td></td> </tr> <tr> <td>10.</td> <td>S.S.</td> <td>M/oil</td> <td>-</td> <td></td> <td></td> </tr> <tr> <td>11.</td> <td>S.S.</td> <td>R/Oil</td> <td>-</td> <td></td> <td></td> </tr> <tr> <td>12.</td> <td>S.S.</td> <td>I/Salt</td> <td>-</td> <td></td> <td></td> </tr> <tr> <td>13.</td> <td>Domestic</td> <td>LPG Clylinder</td> <td>-</td> <td></td> <td></td> </tr> <tr> <td>14.</td> <td>-do-</td> <td>K.oil</td> <td>-</td> <td></td> <td></td> </tr> </tbody> </table>	S.N.	scheme	Item	Landed cost	Rate of issue	Subsidy	1.	APL	Rice	-			2.	APL	W/Atta	-			3.	BPL	Rice	-			4.	BPL	Wheat	-			5.	AAY	Rice	-			6.	AAY	Wheat	-			7.	S.S.	Dal Chana	-			8.	S.S.	Dal Urd	-			9.	S.S.	Black Gram	-			10.	S.S.	M/oil	-			11.	S.S.	R/Oil	-			12.	S.S.	I/Salt	-			13.	Domestic	LPG Clylinder	-			14.	-do-	K.oil	-		
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xiii)	Particulars of recipients of concessions, permits or authorizations granted by it.	<ul style="list-style-type: none"> <li>There is no concession, permits or authorizations granted by the Corporation to its officers. There is only telephone facilities provided at the residence of the following officers:-</li> </ul> <table border="1" data-bbox="496 359 1419 940"> <thead> <tr> <th data-bbox="496 359 561 480">S. N.</th> <th data-bbox="561 359 883 480">Categories</th> <th data-bbox="883 359 1170 480">Fixed residential amount (on landline phones)</th> <th data-bbox="1170 359 1419 480">Bimonthly telephone amount (on Cell phones)</th> </tr> </thead> <tbody> <tr> <td data-bbox="496 480 561 636">1.</td> <td data-bbox="561 480 883 636">Managing Director (a) if in the scale of Secretary to Govt. (b) if below the scale of Secretary to Govt.</td> <td data-bbox="883 480 1170 569">Rs. 2,800/-</td> <td data-bbox="1170 480 1419 569">Rs. 1,000/-</td> </tr> <tr> <td data-bbox="496 636 561 821">2.</td> <td data-bbox="561 636 883 821">General Managers, Distribution Manager, Procurement Manager, Distribution Managers, Finance Manager and Sr. Private Secretary</td> <td data-bbox="883 636 1170 821">Rs. 1,400/-</td> <td data-bbox="1170 636 1419 821">Rs. 600/-</td> </tr> <tr> <td data-bbox="496 821 561 940">3.</td> <td data-bbox="561 821 883 940">Procurement Officer, Company Secretary, Sr. Accounts Officer and Area Managers</td> <td data-bbox="883 821 1170 940">Rs. 800/-</td> <td data-bbox="1170 821 1419 940">Rs. 400/-</td> </tr> </tbody> </table>	S. N.	Categories	Fixed residential amount (on landline phones)	Bimonthly telephone amount (on Cell phones)	1.	Managing Director (a) if in the scale of Secretary to Govt. (b) if below the scale of Secretary to Govt.	Rs. 2,800/-	Rs. 1,000/-	2.	General Managers, Distribution Manager, Procurement Manager, Distribution Managers, Finance Manager and Sr. Private Secretary	Rs. 1,400/-	Rs. 600/-	3.	Procurement Officer, Company Secretary, Sr. Accounts Officer and Area Managers	Rs. 800/-	Rs. 400/-
S. N.	Categories	Fixed residential amount (on landline phones)	Bimonthly telephone amount (on Cell phones)															
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2.	General Managers, Distribution Manager, Procurement Manager, Distribution Managers, Finance Manager and Sr. Private Secretary	Rs. 1,400/-	Rs. 600/-															
3.	Procurement Officer, Company Secretary, Sr. Accounts Officer and Area Managers	Rs. 800/-	Rs. 400/-															
xiv)	Details in respect of the information available to or held by it, reduced in an electronic form.	<ul style="list-style-type: none"> <li>All the information of the Corpn. is available on the website of the Corpn. <a href="http://www.himapurti.com">www.himapurti.com</a>.</li> </ul>																
xv)	The particulars of facilities available to citizens for obtaining information, including the working of a library or reading room, if maintained, for public use.	<ul style="list-style-type: none"> <li>In the Head Office of the Corporation visitor room facility is available to those people who visit the office in relation to their complaints/grievances. In the visitor room journal/newspaper remains available for reading.</li> </ul>																
xvi)	The names, designations and	<ul style="list-style-type: none"> <li>The names, designations and other particulars of the Public Information Officers</li> </ul>																

other particulars of the Public Information Officers.	Name	Designation	Complete office address	Phone No.
	Sh. P.K. Behl	Appellate Authority	General Manager H.O., HPSCSC Ltd., Shimla	0177-2621951
	Sh. Ashok Kaushal	Public Information Officer, Solan	Divisional Manager, HPSCSC Ltd. Solan	01792-222808
	Sh. B.B. Gupta	Public Information Officer, D'Shala	Divisional Manager, HPSCSC Ltd. D/Shala	01892-223138
	Sh. R.C. Guleria	Public Information Officer, Mandi	Area Manager, HPSCSC Ltd. Mandi	01905-225874
	Sh. R.G. Patial	Public Information Officer, Shimla	Procurement Officer, HPSCSC Ltd. H.O. Shimla	0177-2621176
	Sh. K.R. Rana	Public Information Officer, Shimla	Asstt. Area Manager, HPSCSC Ltd. Shimla.	0177-2842281
	Sh. R.L. Goel	Public Information Officer, Sirmour	Area Manager, HPSCSC Ltd. Nahan	01702-222258
	Sh. J.P. Kalia	Public Information Officer, Chamba	Area Manager, HPSCSC Ltd. Chamba	01899-220572
	Sh. Pardeep Kumar	Public Information Officer, Solan	Area Manager, HPSCSC Ltd. Solan	01792-223454
	Sh. A.S. Tomar	Public Information Officer, D'Shala	Area Manager, HPSCSC Ltd. D'shala.	01892-225879
	Sh. B.S Rana	Public Information Officer, Hamirpur	Area Manager, HPSCSC Ltd. Hamirpur.	01972-223925
xvii)	Such other information as may be prescribed, and thereafter update these publications every year.	<ul style="list-style-type: none"> <li>Other information which may come in day to day functioning of the Corporation may have to be up loaded time to time for the information of the general public. In this regard, necessary preparatory steps will be taken by the concerned officers of the Corporation well in time. Similarly steps are taken for implementation of the new schemes as per the directions issued by the Govt. from time to time.</li> </ul>		